

SECRETARY TO THE FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible clerical position, the primary duty of which is relieving the Fire Chief of the duties of routine record-keeping, correspondence, and other clerical and minor administrative matters. The work involves frequent contacts with the public through acting as receptionist for the chief's office. The employee of this class performs routine duties independently, with instructions for special assignments received from the Fire Chief. The incumbent is responsible directly to the Fire Chief who supervises and reviews work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Keeps records of the Fire Chief's schedule and notifies the him of appointments, meetings, or other scheduled events. Schedules appointments for the Fire Chief as directed. Acts as receptionist for any visitors to the Chief's office, screens visitors to determine if their business warrants seeing the Chief, and directs them to other individuals or offices when necessary. Answers questions and handles any routine requests by visitors to the office.

Types letters, forms, memos, statements, formal reports, or any other documents assigned by the Fire Chief. Processes outgoing mail and interdepartmental correspondence. Takes dictation using longhand. Replies to any routine correspondence or requests on own initiative following departmental procedures or from oral or written directions by the Fire Chief. Composes business letters using correct grammar and punctuation.

Sets up a filing system and revises the system when necessary. Files correspondence, cards, forms, records, or reports in files where they are organized alphabetically, numerically, chronologically, or geographically. Retrieves information or documents from the files.

Operates a computer terminal in order to enter or retrieve information from files. Operates a copying machine or duplication machine. Operates a calculator or adding machine. Develops new procedures for office functions when necessary.

Receives department records and reports and checks them for completeness, accuracy, and conformity to established procedures. Enters routine information in department records. Fills out all forms or records required or assigned to this position. Keeps promotional eligibility lists for use by the Chief in recommending promotions.

Keeps accounting records of department money and assets. Makes calculations necessary to compute payroll. Prepares payroll records. Makes out checks for payment of department bills such as utilities and supplies. Posts items into journals, ledgers, or other accounting records and balances these at the end of the month.

Compiles information to be used in developing the departmental budget. Assists in the preparation of the total departmental operating budget.

Maintains inventory of supplies and equipment. Prepares purchase requisitions according to department procedures. Obtains estimates on repair costs and arranges for repairs and maintenance of assigned equipment. Disburses supplies and equipment as required.

Operates communications equipment for short periods to relieve communications officers.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must present a certificate verifying the ability to type fifty (50) words per minute.

Must have at least three (3) years clerical experience, including the operation of a computer.